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C O P Y

TSD SUPPORT
ANNOUNCEMENT NO. 62

24 September 1963

SUBJECT: Procedures for Handling Custom Adaptation of Equipment

REFERENCE: TSD Support Announcement No. 46, dated 9 August 1963, Subject: Relocation of AC/E Functions and Personnel.

RECISION: TSD Support Announcement No. 9, dated 31 January 1963, Subject: Procedures for Handling Custom Adaptation of Equipment by Contract.

1. All requests for special adaptations of equipment to meet specific operational requirements will originate and be confirmed by the pertinent TSD/OA Branch.

2. TSD/D&E will accept such requirements and manage the subsequent procurement of desired devices and/or materiel.

3. The TSD/OA element concerned will provide TSD/SS/ Contracts Administration with a confirming memorandum for such materiel including references and justification.

4. Work may be started upon a verbal request from TSD/OA to TSD/D&E. The project engineer with the approval of AC/D&E can verbally initiate procurement up to an estimated cost of $5,000 per single work order. Costs over this amount must, in all instances, be coordinated with Procurement Division/OL prior to any commitment.

5. The project engineer will provide TSD/SS/Contracts Administration with a confirming estimate or fixed price from the contractor within one week after the start of work. This will constitute the basis for the confirming work order for requisite processing by the Office of Logistics.

6. Upon completion of the work order the project engineer will provide TSD/SS/Contracts Administration with a certification of satisfactory completion and acknowledgement of receipt of the item(s). The item(s) will then be processed by TSD/SS/ Contracts Administration as required by TSD Support Announcement No. 60, dated 16 September 1963, Subject: Control of Special Equipment Sent to Field Stations.

/signed/
[illegible]
Chief, TSD

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